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read this first

Things you must know to file your Source Registration On-Line

Reading this before you start your on-line forms will save you time.

**WHY FILE
ON-LINE ?**

To save time through better data quality – the forms have built-in data validation that will catch common errors and omissions thus preventing a call from DEP and resubmission of the forms.

**WHAT THESE
FORMS REPLACE**

The on-line Source Registration forms replace the side-by-side computer printout that you received in previous years plus the existing AP forms used for new emission units. Now all of these are combined into the on-line Source Registration package.

**WHAT YOU'LL
FIND IN THE
FORMS**

Facility data from previous Source Registrations will prefill the forms; if it was in the old SSEIS database, it will be in the new forms. However, there are some fields that were not in the old system, and you will need to enter that data. This is a 1-time process for the first year on-line – next year data you entered this year will prefill next year's forms.

**WHAT TO HAVE
ON HAND WHEN
YOU START**

For this first year of on-line filing, it will save time to have ready: (1) the AP forms submitted for units at your facility, (2) your facility's permits (DEP approval numbers, dates, limits), (3) a copy of your last Source Registration, and (4) the names, addresses, phone numbers, and e-mails for the owner and facility contacts.

**HOW TO GET
HELP WITH YOUR
FORMS**

1. **Source Registration Web page** – the web page contains FAQs, instructions, MassDEP contacts, and more to help you. Check the Web page for updates: www.mass.gov/dep/service/compliance/sr.htm
 2. **On-Screen Help** – icons like this in the forms contain important notes and explanations; click on each icon to open it. Hover text provides clarifications for some fields – hold the cursor in a field without moving for a few seconds and any hover text will appear.
 3. **Instructions** (field-by-field) – these are posted on the Source Registration Web page; we recommend you keep the instructions open in a separate window while you work on your forms for quick reference.
 4. **Training** – MassDEP is sponsoring training sessions for the on-line Source Registration forms; find schedules and register on the Source Registration Web page.
 5. **Help Desk** for Source Registration – e-mail your questions to air.quality@state.ma.us for a prompt response. You can also find telephone contacts at the Source Registration Web page. Register at the Web page to be on a Source Registration e-mail list to have announcements and updates mailed to your desktop.
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KEY CONCEPTS FOR FILLING OUT THE FORMS

PATIENCE PLEASE: For your convenience, the forms pre-fill facility-specific information and perform calculations – they typically takes 30-60 seconds to load. On older computers, some forms may take up to 2 minutes to load. Please don't start clicking until the form is fully loaded.

SOFTWARE: To improve performance, we recommend closing any unnecessary applications while in eDEP and installing the latest version of Adobe Reader.

VALIDATION is a key step for all eDEP forms - you **MUST** Validate a form to continue with the process. Clicking **Validate** makes eDEP review your form to identify common errors and omissions. If eDEP displays a list of Validation Errors, click **<Click to correct errors>** to return to the form where eDEP will highlight the problems in red. You **MUST** fix these problems for eDEP to validate the form. Validated forms will have a check "✓" in the Related Submittals screen (you can still edit them, although you **MUST** revalidate them after editing). All forms must be validated before you can sign and submit the package.

Save **SAVE** your work frequently so you don't lose it (at least every 15 min.). Saving will cause the form to reload after it is saved.

STOPPING MID-PACKAGE: You can leave your form at any time by clicking **Save and Exit**. Then you can exit eDEP. All data in all forms in the package are saved, even if the form is not yet validated.

Cancel will exit the form and **NOT** save any data you entered.

NUMBERING & NAMING: The old SSEIS system was organized around "stacks", and "points" were assigned to "stacks" whether there existed an actual stack or not. The new system is organized around emission units (points) and stacks are only assigned to a point where an actual vertical stack exists (such stacks keep their old stack number and are assigned a Stack form). The old "point" number is now the DEP Number. eDEP allows you to change the name and give your own number to each emission unit as well.

COMBINED UNITS: Multiple emission units can be combined and reported together on 1 form if **EACH INDIVIDUAL UNIT** is of the same type – see the form for each type of unit for details and restrictions. The number of units reported on one form must be indicated on that form and explained in the Notes field.

CALCULATIONS: If you prefer, eDEP will calculate emissions for your combustion units (AP-1) based on the fuel usage you entered and EPA emissions factors. This calculation will occur after you validate the form – re-open the form to see the results. The Total Emission Statement (AP-TES) form automatically sums the emissions from all emission units at the facility – complete this form last. **NOTE** the emission numbers calculated by the TES will **NOT** be correct until you have completed and validated a form for each unit at the facility, including new units.

CLOSING/DECOMMISSIONING UNITS: You **cannot** delete a unit because the database must maintain historical information for each unit – instead, you "decommission" it. This tells MassDEP that the unit is permanently inoperable. Only decommission units that are **PERMANENTLY** inoperable – if a unit is just not being used, enter "0" for throughput and emissions, but do not decommission it.

Decommission a unit by opening its form and entering a "Decommission date". If it was operated anytime during the reporting year, you must enter throughput and emissions amounts for the portion of the year it was functioning. If it was closed before the Year of Record, then just enter "0" for throughput and emissions.



REPLACING UNITS: If you replaced a unit with another since your last Source Registration you need to use the following procedure:

1. On the <Source Registration Overview> form, check the box labeled <check if you added emission units or stacks since your last report>, validate the Overview form, and enter the number of blank forms you need in the boxes on the <Creator> form that eDEP inserts as the next form in your package (eDEP will then add the blank form/s to your package).
2. Decommission the old unit by opening its form and entering a "Decommission date".
3. Open and fill out the blank form for the new unit. You **MUST** decommission the old unit 1st, and then complete the form for the new unit. **NOTE:** you cannot just delete a unit, and you should **NOT** change the name of an old unit to the name of a new one.

WHO CAN SIGN: You **MUST** be a "**RESPONSIBLE OFFICIAL**" to sign a Source Registration. The eDEP electronic signature has the same force of law as a handwritten signature. If you are **NOT** the Responsible Official, then you need to **SHARE** your package with a Responsible Official who can then complete the electronic signature and submit the form.

SHARING A PACKAGE: The Share feature allows you to assign rights to edit, sign, or submit a package – click <**share**> on the <Current Submittal> screen and follow the instructions. Share allows a preparer (such as a consultant) to "give" the package to another user (e.g., the client) for review, signature, and submittal. No special privileges are required to share a package. However, the Responsible Official **MUST** register with eDEP and you (the preparer) **MUST** know their eDEP Nick Name to share the package with them.

CAUTIONS

TO MOVE AROUND THE FORM: USE your mouse, tab key, or the scroll bars on the side. **DO NOT** use the <RETURN/ENTER> key or the <BACK> button.

YOU CANNOT EASILY ACCESS THE INSTRUCTIONS AND OTHER ON-LINE HELP ONCE YOU ARE INSIDE THE FORMS – you **MUST** open the Source Registration webpage when you are prompted in the PreForm. **We strongly advise you to leave the Source Registration Web page and instructions open in separate windows.** The instructions can be printed out, but they are long.

AVOID MAKING CHANGES TO THE OVERVIEW FORM: Remember to add any new units when you first open the package. Returning to the Overview form to add (or subtract) units from the package will invalidate the part of the submittal you have already worked on. You will not lose data, but you will have to re-validate every form, which can be time consuming for large facilities. If you discover later that you need to add units, it is better to open a separate new package with the units you want to add **AFTER** you have submitted the package you are currently working on.

ORDER CAN MATTER: Generally, you can complete the forms in the order you choose. There are, however, exceptions: (1) if you have any new Stacks to add, complete those forms 1st so that they can prefill the stack drop down menu on the emission unit form; (2) if you have any units to decommission, complete those forms before completing the blank form for the new unit that replaces them; (3) **complete the AP-TES form LAST** – after all of the emission units have been validated – to ensure the emission totals are correct. If you make any changes to an emission unit, you need to reopen and validate the TES afterward to update its calculations.



WHAT FORMS DO YOU NEED FOR A COMPLETE SOURCE REGISTRATION PACKAGE?

AP-SR Source Registration (SR): one for the whole facility to provide contact, location, and other general information.

AP-1 Emission Unit-Fuel Utilization Equipment : one AP-1 for EACH combustion emission unit. If a unit has more than 1 fuel, separate "Section B's" for EACH type of fuel used in the emission unit will appear after you validate the form.

AP-2 Emission Unit - Process Emissions Unit : one AP-2 for EACH process emission unit. If a unit has more than 1 raw material/finished produce, separate "Section B's" for each additional raw material/finished product will appear after you validate the form. NOTE: the old AP-5 Organic Compound Usage and AP-6 Solvent Data Registration forms have been eliminated.

AP-3 Process Emissions Incinerator: One AP-3 for each incineration unit.

AP-4 Organic Materials Storage: One AP-4 for each organic material storage tank.

AP-Stack: One for each VERTICAL stack. Horizontal, downward facing vents, engine exhausts, and fugitive emissions don't require a separate form – they are just noted on each emission unit's form.

AP-TES Total Emissions Statement and HAP List: one TES for the whole facility Complete the TES LAST or the calculations that total all of the facility's emissions will be incorrect.

HOW TO PRINT AND SAVE A COPY OF YOUR PACKAGE

eDEP now allows users to download a complete copy (in PDF format) of their forms including any data that they have entered up to that time. Click < get copy to save/print> on your eDEP Homepage and follow the directions. Once eDEP has generated the file, you can save or print it using your browser and Adobe Reader.

HOW TO AMEND A SOURCE REGISTRATION PACKAGE

CORRECTING ERRORS AFTER YOU SUBMIT: If you have submitted a package, you can no longer edit it. However, you can return to eDEP at any time during a calendar year to submit a new package with corrected information. You will not have to resubmit all of your forms if all you need to do is correct an error or add a few units – you can simply check the boxes for the units and stacks you wish to work on in the <Source Registration Overview> form. Note that every package you submit will have SR form and a TES form (to ensure that the total facility emissions are correct – the TES updates the facility-wide emissions data).

